

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES
April 21, 2011**

Presiding: Margie Keenan, President

Board members present: Denise Wood, Vice President
Elspeth MacHattie, Secretary
Donna Bryant, Member at Large
Hall Skeen, Member at Large

Weststar Management present: Kevin Hayutin, Scott Dubé

Open Forum: The Owner from Unit 404 was present.

Ms. Keenan called the meeting to order at 6:32 p.m.

REVIEW AND APPROVAL OF BOARD MEETING MINUTES

MOTION. A motion was made, seconded, and unanimously passed to approve the minutes of the meeting of March 17, 2011, as written.

MOTION. A motion was made, seconded, and unanimously passed to approve the minutes of the special meeting of March 22, 2011, as written.

REVIEW AND APPROVAL OF FINANCIAL STATEMENTS

MOTION. A motion was made, seconded, and unanimously passed to approve the March 2011 financial statements.

REVIEW OF DELINQUENCY STATEMENT

Current delinquencies were discussed.

MISCELLANEOUS STATUS REPORTS

CTW project maintenance calendar. The Board discussed completed and ongoing work including the grass seeding in front of the building, the repair of the cracked wall in the Exercise Room, the restoration of the storage area that was flooded when a sprinkler pipe sprang a leak, and the placement of pigeon spiking around the entire perimeter of the roof.

OLD BUSINESS

Rules & Regulations final review and approval. A MOTION was made, seconded, and unanimously passed to accept the CTW Rules & Regulations as revised and amended by the Board.

Deck repair/replacement project - landscape architect update. An architect from JBK Landscape will attend the May Board meeting to discuss and answer questions about the landscaping associated with the deck repair project.

One Call Now system. The form for collecting phone numbers is being prepared.

NEW BUSINESS

Carpet and upholstery cleaning. The Board agreed to accept a bid from RMR Carpet Cleaning & Flood Restoration (the same company we used last year) for the annual cleaning of carpets and upholstery in the common areas, including the hallways on all floors.

Increase in cost of pest control. The Board agreed to sign a new agreement with Action Pest Control Service that increases the fee for our monthly pest control service. Our current agreement with Action Pest Control dates from July 2005.

BIDS AND PROPOSALS

Bid for carpet and upholstery cleaning. Please see the discussion of this bid under “New Business,” above.

Bid from JBK for edging and mulching. The Board agreed to accept a bid from JBK Landscape for installing new edging around the bed to the east of driveway on 12th Avenue and for mulching.

ADJOURNMENT

The meeting adjourned at 8:35 p.m.

Respectfully submitted,

Elspeth MacHattie,
Secretary